

EDITED KSA LISTING

CLASS: CORRECTIONAL CAPTAIN

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Intermediate knowledge of principles and practices of personnel management/ resources (e.g., overtime, labor agreements, grievance resolution, staff discipline, etc.) in order to effectively manage the daily operations within a correctional setting.
K2.	Intermediate knowledge of principles and practices of business management (e.g., contracts, Budget Change Proposal [BCP], Governor's Budget Reconciliation, etc.) in order to effectively manage the daily operations within a correctional setting.
K3.	Intermediate knowledge of training methods to ensure staff fulfill the daily security operational requirements of the department and meet the developmental needs of the employee.
K4.	Advanced knowledge of principles, methods, and level of custodial care/treatment and discipline of inmates based upon classification with specific knowledge of attitudes, problems, and behaviors in order to effectively manage the daily operations within a correctional setting and to provide a systematic process for the programming, housing and custody decisions for safe and secure management of inmates, escape prevention/apprehension and disturbance control, etc.
K5.	Advanced knowledge of the Department's Use of Force policies/procedures and the levels/options available and/or the need in order to authorize/review force used, train staff, etc.
K6.	Intermediate knowledge of health and safety standards and laws mandating an environment free of bio-hazards, infection disease exposure, etc. in order to effectively contain/control and protect all individuals from exposure, etc.
K7.	Intermediate knowledge of laws, rules and regulations governing the Department of Corrections in order to effectively manage the daily operation within a correctional facility.
K8.	Advanced knowledge of the Department's Equal Employment Opportunity Program objectives and processes available in order to ensure a discrimination-free work environment.
K9.	Advanced knowledge/management of the various prison gangs and disruptive groups (e.g., behavior, activities, structure, etc.) in an effort to minimize disruptions that impede the orderly operation of a correctional setting and provide information to law enforcement agencies for community safety, etc.
K10.	Advanced knowledge of the inmate appeal process (e.g., CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints, etc.

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K11.	Comprehensive knowledge of the purpose, mission, and goals of the Department to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the institution, etc.
K12.	Comprehensive knowledge of the principles of effective verbal and written communication, and group dynamics to accurately and effectively communicate job related information and conflict resolution, etc.
K13.	Advanced knowledge of the missions and functions of various Federal, State, local law enforcement agencies and courts, Attorney General/District Attorney, and local medical facilities, etc. in order to develop, facilitate, maintain and promote a good working relationship, etc.

	Skill to:
S1.	Skill to plan the work of appropriate staff in order to achieve the department/institution's vision, values, missions, and goals, etc.
S2.	Skill to assess the work of appropriate staff in order to achieve the department/institution's vision, values, missions, and goals, etc.
S3.	Skill to direct the work of appropriate staff in order to achieve the department/institution's vision, values, missions, and goals, etc.
S4.	Skill to enforce rules and regulations with firmness, tact, and impartiality to promote socially acceptable attitudes and behaviors in order to gain compliance and promote a productive work environment, etc.
S5.	Skill to analyze situations accurately in order to adopt an effective course of action (e.g., modified programs, lockdown, escapes, seek medical/mental health response, overtime avoidance, disturbance level, etc.), and to prevent operational disruptions, resolve complex issues and to complete assignments in the allotted timeframes, etc.
S6.	Skill to provide leadership in all situations in order to promote and maintain the organizational vision, values, mission, goals and objectives (e.g., develop an efficient and productive work force, etc.), maintain safety of others and the security of the institution, etc.

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S7.	Skill to effectively communicate in order to provide information and direction/orders, train staff, to establish, promote and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.), to meet the department's vision, values, mission, goals and objectives, to promote collaborative participation, enhance morale and productivity, etc.
S8.	Skill to reason logically, creatively and use a variety of analytical techniques and resources to complete work assignments and resolve complex operational and managerial problems and provide appropriate recommendations to administrators in accordance with the Department's vision, values, missions, and goals, etc.
S9.	Skill to effectively contribute to the department's Equal Employment Opportunity objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment free work place environment and create and maintain a fair and equitable work environment.
S10.	Skill to demonstrate the methods and techniques of supervision (e.g., provide direction and training to staff, counseling, fair and appropriate performance evaluations, employee relations, work scheduling and administrative practices, conflict resolution, etc.) in order to ensure productive work force, and create and maintain a safe, harmonious and stress-free work environment, etc.
S11.	Skill to provide training to staff in order to create a knowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc.
S12.	Skill in preparing/reviewing reports (e.g., training, operational plans, use of force, inmate records, etc.), maintaining and archiving records in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc.
S13.	Overall skill in understanding of all institution operational resources available and issues in order to maximize operational efficiency and provide support for various programs within a correctional setting.
	Special Personal Characteristics:
SPC1.	Leadership qualities by demonstrating emotional maturity, stability, tact, ethical/ moral behavior, law abiding, self confidence, command presence, dedication to duty, professional role model, etc. in order to accomplish day-to-day operational efficiency and promote the Department's vision, values, missions, and goals, etc.

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	Special Physical Characteristics:
SPHC1.	Normal hearing and/or with corrective aides to ensure personal safety and in order to respond to emergency situations, etc.
SPHC2.	Normal vision and/or with corrective aides to ensure personal safety and in order to respond to emergency situations, etc.
SPHC3.	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.

	Working Conditions:
WC1.	Willingness to work in a correctional setting.
WC2.	Willingness to work various hours, holidays and on call (AOD) and to report for duty at any time an emergency arises or as needed.
WC3.	Willingness to travel throughout the state and in isolated areas for short periods (e.g., two to three days at a time) and/or extended periods of time (e.g., five or more days at a time).
WC4.	Willingness to submit to random drug screening tests.
WC5.	Willingness to abide by and adhere to departmental safety and security policies and procedures/provisions applicable to specific work tasks performed.
WC6.	Willingness to accept constructive criticism and corrections in order to work cooperatively with others.
WC7.	Willingness to comply with tuberculosis screening requirements.

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WC8.	Willingness to consistently demonstrate the following characteristics during employment with the California Department of Corrections: reliability, punctuality, honesty, integrity, empathy towards others, and maintain a calm and professional demeanor without extreme emotional reactions.
WC9.	Willingness to have and maintain a neat personal appearance and hygiene.
WC10.	Willingness to interact professionally by promoting positive, collaborative, working relations among others (e.g., public, contract staff, inmates, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.
WC11.	Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness, etc.)
WC12.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to others (e.g., employees, outside consultants, and/or members of the public, etc.)
WC14.	Willingness to respond to changes in the workplace in a positive, professional manner.
WC15.	Willingness to work in a team environment, including inter-disciplinary teams with other professional staff to complete assigned work tasks.
WC16.	Willingness to accept calculated risks and make necessary decisions.

* Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as a Correctional Captain.